

Report for Week Ending 26 September 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Numbered Projects

No change in status.

General Activity

a. Completed evaluations on employee's suggestion 2509; use of endorsements, and 2488; establishing a dispatch secretariat and publishing overt regulations on dispatch procedures.

b. Continued work on the Records Management pamphlet "So You Have a Space Problem."

c. Assisted the Logistics Reports Management Officer in setting up program records preparatory to publishing an Office list of reporting requirements. Progress along the same line is being made by the Reports Management Officers for Training, Personnel, and the Comptroller.

d. Made a preliminary investigation for Mr. [REDACTED] to determine methods used by other offices to disseminate informational material.

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[REDACTED]

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